



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: July 29, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Bi-Weekly Update

Human Resources

- Two vacant positions one Corporal and one Detective
 - Tested applicants July 26, and 28, 2016
- Vacant one Assistant Finance Director applications closed on July 26, 2016
- Police Chief Randall Wallace has submitted his intent to retire, we are currently advertising for his position which closes August 1, 2016
- Currently reviewing health insurance renewals for next Fiscal Year.

Public Works

- Selection for Evers Road Bridge engineering contract, and Leak Detection Grant summary report has been completed.
- Preparing for 8/2/16 City Council meeting –Contract for IDS Engineering for Evers Road Bridge engineering contract, Kinman House budget adjustment.
- Well project – SAWS interconnect removal and new install – SAWS requested a parcel ID and Joint Use Area w/in Public ROW between CoLV and SAWS. This required a survey and title company search. This was forwarded to SAWS permit reviewers. Once approved, the contractor will begin construction of the SAWS Tie In.
- San Antonio Constructors advised they will start construction August 15th for the Huebner Road mill & overlay project– contract is for 90 days.
- Street ranking project continuing, with IDS. 20 miles of street assessed so far, anticipate the remaining streets can be completed in 2-3 weeks.
- Kimley-Horn engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – should have final report to City Council by the end of August.
- Received a check in the amount of \$60,000 for leasing 500 AF of Edwards groundwater to the EAA’s ASR Program. Will also realize a savings in the amount of \$42,000 in EAA management fees.
- Kinman House construction continuing this week, found asbestos siding, so have contacted Alamo1 to have it removed. Work will continue around that problem. Will be at the August 2 City Council meeting to request budget adjustment for kitchen equipment, electrical and plumbing.
- The Fall Large item pickup is scheduled for the week of Sept. 5th to the 16th – notice has been placed in the newsletter and will be posted on the website and on the Facebook account. A notice will also appear on the August water bill.

- 2nd NRP of Old Mill Subdivision is scheduled for September 17th. Recognition and Appreciation certificates from 1st NRP is scheduled for August CC meeting.
- The Huebner Rd. at Evers Rd. Traffic Signal study is completed and staff received one cost estimate for \$6050 to bring the intersection up to code – will contact other vendors to get additional cost estimates.
- The City Engineer is developing plans for the Bandera Road at Huebner Creek sewer rehabilitation – line is exposed and in danger of severing. He will also be developing plans to connect homes along Locker Lane to sewer main.
- Bexar County Flood Control should be complete with bids – project was advertised May 29th and bids were to be received June 30. If the bidding process goes as anticipated, this project could be ready to start construction in September/October 2016.
- Collaborating with Park Commission to compile survey for residents of Old Mill Subdivision to ask what amenities they would like in the new park.
- Traffic study for Hodges Street in progress, traffic counts completed. Should have report by August 1.
- Submitted requisition for fitness stations for Silo Park. The trail has been constructed with road millings from the Evers Rd. project, and will be sealed. The field has been mowed, and crews continue to clear out dead trees and brush from creek.
- Getting estimates on fencing for Police Station parking area and Huebner gravesite. Also received estimate on repairing Huebner gravesite monument.
- Evers Road sidewalk project well underway – working on area between Seneca and Evening Sun, which did not have sidewalks previously.

Police Department

- Two Officers in the Field Training Officer course. This course teaches our Police Officers how to train our new hires.
- Assisted Public Works with a female who was trying to enter one of their vehicles. The female was found to be medically and mentally unstable.
- Officer's worked a deadly conduct case that stemmed from a road rage incident. One person was arrested.
- Officers observed a vehicle parked at a local business after hours. A lone occupant of the vehicle was discovered to have two different types of controlled substances
- Officer initiated a traffic stop and further investigation revealed the lone occupant was in possession of methamphetamines.
- Officers discovered a suspicious vehicle in the Linkwood subdivision. Upon further investigation it was discovered the vehicle was stolen.
- See attached citation report

Fire Department

- **Training** – The fire department continues to work on improving our staff, this week... Firefighters Ramiro Cano and Daniel Cano are attending Swift Water Rescue Technician training in New Braunfels.
- **EMS Administration** – The RFP submittals for EMS Billing and Collection Services have been scored. A recommendation from the review committee will be presented at an upcoming City Council meeting.
- **“Project Cool” Fan Drive** – “Project Cool”, a regional EMS prevention initiative that encourages donations of box fans to help senior citizens stay cool this summer, and prevent heat emergencies has been a great success. Firefighters have delivered 20 box fans in Leon Valley so far, and will be accepting and delivering fans through August.
- **New Firefighter** – The fire department welcomes Firefighter/Paramedic Eli Garcia as our new teammate. Firefighter Eli is a 9-year veteran of the Alamo Heights Fire Department, and brings a strong

background in service and training. Firefighter Eli Garcia has been assigned to A-shift with Captain Blake Wade.

- **Fuels-reduction project** - The fire department has applied for a Texas Forest Service grant to construct another shaded fuel break along the Shadow Mist subdivision. If successful, this will work to enhance the fire safety of the subdivision by reducing the amount of fuels within the vacant property that border along Grissom Rd. The fuels-reduction grant and work would take effect in December of this year.

Community Development

- A Certificate of Occupancy permit has been submitted, and is under review for a bookstore at 6412 Bandera Road.
- The Zoning Commission considered a rezoning application for 6612 Bandera Road on behalf of the Applewhite property, and the Commission recommended denial. The applicant is exploring a BOA application and/or a non-specified use application.
- Building Plans have been submitted and are under review to remodel a suite at 6100 Bandera Road the Tower West Building.
- Google has initiated the permitting process to begin infrastructure work in Leon Valley. The first phase will be the installation of their “Backbone” and will be along, Bandera, Grissom and Wurzbach Road. Lane closures will occur as needed between 9 and 3. Google will provide advance notice to adjacent property owners. Future phases will be announced as that information becomes available. Notice will be included in Friday’s August 5th ENews.

Library

- Website being evaluated and developed
- Blog will be started shortly covering book reviews, library events, library trends, anything library/book/city related.
- Security Camera bid has been accepted and system will be installed on Friday August 12.
- Summer reading has finished and attendance overall was up 200 percent

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, August 2, 2016, in the Leon Valley City Council Chambers.
- Future Agenda Items:
 - Sign Ordinance LED
 - Hand Gun Policy
 - Citizens Police Advisory Committee
- Upcoming Important Events:
 - Budget Workshops
 - August 27th from 9:00 a.m. – 12:00 p.m. at the Leon Valley Conference Center – Parliamentary Procedure & Open Meetings Training for all directors, board liaisons, City Council Members, Boards, Commissions and Committee Members.
 - August 31st at 5:30 p.m. – First Tax Public Hearing
 - September 6th at 7:00 p.m. – Second Tax Public Hearing
 - August 30th from 5:00 p.m. – 7:00 p.m. at the Leon Valley Conference Center – VIA Public Meeting regarding January service changes and to inform citizens of the Primo route and the modification of this route in Leon Valley.
- Committee Meetings

- Tree Advisory Board Meeting at 6:00 p.m. on August 1, 2016 located at City Hall.
- Library Board of Trustees Meeting at 5:30 p.m. on August 9, 2016 located at the Leon Valley Public Library.
- Park Commission Meeting at 7:00 p.m. on August 9, 2016 located at the Conference Center
- Earthwise Living Committee Meeting at 5:30 p.m. on August 10, 2016 located at the Public Works Service Center